



SUSTAINABILITY PARTNERSHIP GRANT PROGRAM

administered by
The City of Bloomington Department of Economic & Sustainable Development

The Bloomington Sustainability Partnership (SuPar) Grant Program is a competitive grant program administered by the City of Bloomington Department of Economic & Sustainable Development (“ESD”) that supports efforts to make Bloomington a more sustainable city. The City of Bloomington’s Economic & Sustainable Development Department will distribute up to \$10,000 in its 2013 SuPar Grant Program. Funded projects will help increase the sustainability of the applicant’s organization or enhance sustainability-related programs it facilitates—either through bold, innovative and new ideas or by locally applying successful ideas that have been tested elsewhere. The goal of the SuPar Grant Program is also to build stronger collaborations among different segments of the community and to ensure that more and more partners are joining in community sustainability efforts.

The maximum grant award under this program is **\$5,000**; the minimum grant award is **\$250**. However, because funds available through this program are limited, applicants seeking lesser amounts will have a higher likelihood of being funded. Matching funds (including in-kind contributions) are not required but will be considered during the review process. SuPar funds may be used to fully or partially fund an initiative, but funding sources for the remainder of the project should also be clearly identified.

The grants may be used to fund a variety of sustainability-related projects. Priority areas include:

- Green building and energy efficiency
- Multi-modal transportation
- Waste reduction and recycling
- Local food and urban gardening

Possible examples of these priority areas might be a green computing initiative; business or facility energy audits; a bike-and-pedestrian-friendly driver education program; redesign of an existing facility to be more bike-and-pedestrian-friendly or to provide for recycling; an urban gardening demonstration project; a waste audit for the applicant’s facility; a project to build compost bins out of found materials, etc.

Projects that support increased sustainability in other ways and do not fall into one of these areas are also eligible for consideration, but the above areas will receive priority.

ELIGIBILITY

SuPar grants are available to businesses and organizations based in Bloomington or with substantial activities within the city’s incorporated limits, whose primary purpose may or may not be related to sustainability. Both for-profit and not-for-profit entities are eligible.

REVIEW CRITERIA

In addition to the specific Project Narrative required under Section B of the grant application form, the following criteria are considered during the review and approval process:

- Compatibility with sustainability priority areas stated above
- Extent to which the project will engage populations not traditionally linked to the concept of sustainability
- Level of collaboration with other organizations or businesses
- Extent of secured in-kind or matching funds, if any
- Applicant's ability to administer and implement the project, including the development of an appropriate budget
- Feasibility of the project, including ability of project to be completed within six (6) months of award
- Timeliness or relevance to community conditions
- Potential impact and measurability of results (examples: kWh or \$ saved, volume of trash eliminated or redirected to other uses, # of students or community members engaged or trained, pounds of food produced, etc.)
- Clarity, detail and coherence of the project proposal
- Project originality
- Overall project and proposal quality

FUNDING LIMITATIONS

Grant funds may only be used for direct expenditures related to the proposed initiative. The following is a list of the types of expenses that are **NOT** eligible for the SuPar Grant Program:

- Travel, conference fees or speaker fees
- Previously completed projects
- Projects outside of the incorporated limits of the city of Bloomington
- Fundraising events
- Hospitality expenses
- Endowment funding or debt refinancing
- Interest on loans, fines, penalties and/or litigation costs
- Indirect costs such as full or partial expenses of utilities, computer use, existing staff salaries

TIMELINE

Applications will be reviewed annually according to the following schedule.

Application due	Award notifications
July 1 (by 5pm)	July 19

All projects must be completed within six (6) months of grant award. Exact completion deadlines will be stipulated within the terms of the final grant agreement.

APPLICATION PROCESS

- **Application submittal:** The official application consists of the materials listed in the SuPar Application at the end of this document. All components of the application must be received by 5pm on the deadline date in order for the application to be reviewed. Any applications that are incomplete as of the "Application due" date listed above will not be considered. Applications must be submitted via email to sustain@bloomington.in.gov.
- **Application review and approval:** All completed applications will be reviewed by ESD staff according to the above schedule. Where appropriate, ESD staff will also invite other City departmental staff to review project proposals before ESD makes an approval determination. Approved grants may be awarded in full

or in a partial amount. All applicants will be notified whether their application is successful or not according to the time schedule stated above.

APPLICATION REQUIREMENTS

- Complete the attached grant application form.
- Completed applications must be received at sustain@bloomington.in.gov by 5pm on the date specified.

PUBLIC RECORD

Please note that once an application has been submitted to the City of Bloomington, the information contained in the application is a matter of public record and obtainable via a public records request.

PROJECT INITIATION AND COMPLETION

Grant Agreement/Memorandum of Understanding: All successful applicants will be required to enter into a grant agreement with the City of Bloomington that will specify the reporting, legal and other award requirements.

Once a project is awarded a SuPar Grant, and the grant agreement is executed, the applicant has three (3) months to begin the project. Project initiation must be confirmed via an email sent to sustain@bloomington.in.gov. If the project does not begin within the 3-month period ("project initiation period"), the applicant's grant lapses.

The applicant has six (6) months *from the date the grant agreement is signed* to complete the approved project. If the project is not complete at the end of the 6-month period, the applicant's grant lapses.

Exact dates for the project initiation period and project completion will be specified in the terms of the final grant agreement.

PROJECT REPORTING

A project report will be due within thirty (30) days of the end of the project. Reports should include, at a minimum, a summary of project activities, evaluation of whether the project achieved the expected results, a detailed expenditure report with records attached for both grant funds and (if relevant) in-kind or matching funds, and information about confirmation/acknowledgments as detailed in the next section. The applicant may also be required, upon request by the City, to provide an interim report at the end of the project initiation period. Project reports must be submitted electronically to sustain@bloomington.in.gov.

CONFIRMATION/ACKNOWLEDGEMENTS

The Grantee shall give credit to the City of Bloomington Department of Economic & Sustainable Development in promotion, publicity, advertising and collateral materials and programs. Copies of printed materials and documentation of when and at what occasion verbal or other credit was given should accompany the completed project report along with any other reporting requirements as specified in the final grant agreement.

HOW TO APPLY

After completing the attached grant application form, electronically submit the form and the Certification Statement (Section E in the Application) to:

sustain@bloomington.in.gov

Attn: Jacqui Bauer, Sustainability Partnership Grant Program

Department of Economic & Sustainable Development, City of Bloomington



SUSTAINABILITY PARTNERSHIP GRANT PROGRAM APPLICATION

SECTION A. APPLICANT INFORMATION

1. Applicant name: _____
Contact name if different from above: _____
Street Address: _____
Zip code: _____ Phone number(s): _____
Email: _____
Web address: _____
2. Applicant's Federal Identification or Social Security Number: _____
Organizational Status (i.e. LLC, 501(c)(3), etc.): _____
Provide a brief descriptive title for the project: _____
Project director or contact person for this project/activity: _____
Project Start Date: _____ Project Completion Date: _____
What is the total amount that is being requested in this application? \$ _____
If applicable, please provide the names of your organization's board of directors or trustees:
President: _____
Vice-President/Secretary: _____

SECTION B. PROJECT NARRATIVE - 3 PAGES MAXIMUM

In an attached document, please provide a narrative of the project, and address in detail the "Review Criteria" outlined on Page 2 of the SuPar guidelines, as applications will be evaluated based on these criteria. Do not exceed three (3) total pages in length in your attached document. In your narrative, be sure to address the Review Criteria **as well as** the following:

1. Describe the project for which you request support.
2. Provide a timeline with the estimated project start and end date.
3. List any entities that will be partnering with your organization in the project.
4. Describe the target audience, including estimated number of participants.
5. Describe your marketing strategy for the promotion of your project.
6. Describe how your project will benefit the community and how you will measure its success.
7. List any activities related to this project that are planned for the future, and describe how the project or benefits from the project will be sustained over time.
8. Provide any other information needed to fully explain the project.
9. You may provide up to six (6) photos, drawings or other images if necessary to explain the project. These will not be considered as part of the three-page limit.

SECTION C. PROJECT BUDGET – 2 PAGES MAXIMUM

In an attached document, create a project budget indicating how SuPar grant funds will be used, how you plan to use any matching or in-kind funds, and provide any other funding sources already obtained or anticipated. If the SuPar grant funds will be used for only a portion of the project, include a full project budget with the requested amount clearly explained and with other sources of funding identified. Include a budget narrative (which may be on a separate page) to fully explain each line item.

Please, limit the project budget to one (1) page and the budget narrative to one (1) additional page.

SECTION D. ORGANIZATION HISTORY– 1 PAGE MAXIMUM

In an attached document, please provide background information about the applicant, including project/business experience, if any, and all other information relevant to the application. One (1) page maximum.

SECTION E. CERTIFICATION

The application must be submitted by e-mail with this statement of commitment attached:

“This application is made in order to induce the City of Bloomington Department of Economic and Sustainable Development to grant financial incentives to the applicant. The Applicant hereby represents that all statements contained herein are true and correct. All information materially significant to the Department of Economic and Sustainable Development in its consideration of the application is included. The Person submitting the Application for the Applicant hereby represents that he/she is recognized and selected as the representative for the Applicant. The Applicant acknowledges that it has reviewed the guidelines, criteria, and legal assurances of the City of Bloomington financial program for which it is applying and agrees to comply with the requirements and policies therein. If grant is awarded, and the Grantee does not comply with the requirements and policies stated in its Grant Agreement, the City of Bloomington reserves the right to withhold funding.”

LEGAL ASSURANCES

In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the Applicants' signatures on the final grant agreement. This application and the legal assurances herein shall become part of the legally binding contract (“grant agreement”) between the Applicant and the City of Bloomington.

1. The grant cannot be assigned to a different project or transferred without prior written approval of the Department of Economic & Sustainable Development. The Grantee must present major changes to its original proposal in writing to the Department for approval.
2. The Grantee shall submit to the Department of Economic & Sustainable Development thirty (30) days after project completion, the Evaluation Report. **In cases where documents are not submitted in a timely manner, the City of Bloomington may, without notice, withhold or refuse to grant any future funds.**
3. The Grantee must maintain records and other evidence pertaining to costs incurred and revenues acquired for the project and during its term. Funding can only be used during the term of the grant agreement, and for the activities agreed upon in the grant agreement.
4. Credit must be given to the City of Bloomington Department of Economic & Sustainable Development in brochures, news releases, programs, publications and other printed materials published within the context of the Project. Copies of such materials must accompany the evaluation report. When no such materials are

used, verbal credit shall be given at each presentation regarding the project and documentation of those shall be submitted in the evaluation report.

5. The Grantee agrees to indemnify and hold harmless the City of Bloomington and its employees from any and all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of City grant monies.
6. The Grantee agrees to comply with all federal and state laws, and with local ordinances that are applicable to the grant agreement.
7. Verification of Employee Immigration Status: Grantees shall comply with provisions in Indiana Code 22-5-1.7-11(b) which requires the City of Bloomington to obtain the following from business entities that receive grants from the City of Bloomington which total more than \$1,000.00:
 - a. Signed, sworn affidavit that GRANTEE NAME is enrolled and participating in E-verify; and
 - b. Signed, sworn affidavit affirming that GRANTEE NAME does not knowingly employ an unauthorized alien.
8. The filing of this application has been authorized by the governing body of the applicant, and the designated representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.
9. Neither the City of Bloomington Department of Economic and Sustainable Development nor its affiliates shall be responsible for the business consulting, planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Sustainability Partnership Grant Program; the applicant is advised to consult with relevant government departments or consultants before proceeding with the application.